

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-110	Page: 1	of: 1
Title: Course Coordinator Responsibilities for Initial Student Testing		
Regulatory Authority: 12VAC5-31-1470		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. For BLS programs the Course Coordinator will be responsible to insure that all students successfully completing their courses have been provided the necessary documentation of eligibility for certification testing, to include the following:
1. **Virginia EMS Certification Application** – Student eligibility for Basic Life Support certification testing must be evidenced by submission to the Certification Examiner at an examination test site an accurately completed "Virginia EMS Certification Application" form including the appropriate signatures, course number and instructor number or
 2. Submission of the web based Course Student Disposition Report (CSDR) form.
 3. **Parental Approval** – The Course Coordinator must insure that each student enrolled in a BLS program who was less than eighteen (18) years of age on the beginning date of the course has an individual parental permission form available for review at the state test site.
 4. **Clinical Training and/or Individual Skill Performance Records** - The Course Coordinator must insure that each student enrolled has their completed and signed Basic Life Support Individual Age, Clinical and Skill Performance Verification Record form (EMS-TR-33 Revised 07/2002) available for review at the test site.
- B. For ALS programs the Course Coordinator will be responsible to insure that all students successfully completing their course have the necessary documentation of eligibility for certification testing, that includes:
- C. Submission of the web based Course Student Disposition Report (CSDR) form.
1. The student's Enhanced competency written verification provided by the ALS Coordinator.